

REAL ESTATE COORDINATOR II

Department of City Development, *Real Estate Division*

The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE: The Real Estate Coordinator II is primarily responsible for the inventory and disposition of the City's tax foreclosed properties.

ESSENTIAL FUNCTIONS:

- ❖ Inspect, inventory and establish values of tax foreclosed properties; analyze market transactions and data for use in the review process and prepare marketing plans and advertisements for saleable properties.
- ❖ Coordinate intra-departmental reviews of tax foreclosed properties; present conclusions and recommendations for methods of disposition to In-Rem Property Disposition Manager.
- ❖ Prepare correspondence and appropriate resolutions concerning the disposition of foreclosed properties.
- ❖ Schedule and conduct property showings and prepare for and conduct closings.
- ❖ Respond verbally and in writing to public inquiries regarding status and value of properties.
- ❖ Appear before legislative committees and regulatory boards and commissions, including Common Council and its Subcommittees, and the Redevelopment Authority Board.
- ❖ Monitor sale transactions to enforce code compliance requirements and special conditions.
- ❖ Establish and maintain relationships with other City departmental and neighborhood-based agencies to expedite property sales and marketability.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. A Bachelor's Degree in marketing, real estate, business administration or a closely related field.
2. Two years of progressively responsible, professional work experience acquiring and/or disposing of real property.
3. A valid driver's license at time of appointment and throughout employment.
4. A personal, properly insured automobile available for use on official business.

NOTE: Equivalent combinations of education and experience may also be considered.

NOTE: *College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to staffinginfo@milwaukee.gov or sent to Box RECII, Department of Employee Relations, City of Milwaukee, 200 East Wells Street, Room 706, Milwaukee, WI 53202. Only applications with transcripts will be considered; applications without transcripts will be rejected.*

DESIRABLE QUALIFICATIONS:

- Real Estate Broker's license

- Experience performing residential real estate appraisals

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Familiarity with the Multiple Listing Service in order to evaluate and list properties on behalf of the City.
- Knowledge of currently accepted valuation and assessment principles and practices.
- Effective oral and written communication skills to convey information to stakeholders in all phases of the residential real estate process.
- Ability to exercise tact and discretion when dealing with staff and officials at all levels within the organization.
- Ability to control large volumes of detail-oriented work in order to maintain efficiency in processing foreclosed properties.
- Basic proficiency utilizing spreadsheet software in order to produce reports and analysis.

SALARY (PR 2DN):

- The current starting salary is \$45, 888 for City of Milwaukee residents. The non-resident starting salary is \$45,210 annually.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **September 13, 2013**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- **NOTE:** The City's residency requirement as set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process, please contact 286-2105.

APPLICATIONS and further information can be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E Wells St, City Hall Room 706, Milwaukee WI 53202-3554, from www.milwaukee.gov/jobs, or by calling 414.286.3751.